

Norwich Board of Listers
FINAL Minutes
MAY 21, 2018

Present: Cheryl A. Lindberg (Chair), Kris Clement (arrived at 2:20 pm), Dennis Kaufman (Listers); Bill Krajeski (New England Municipal Consultants), Colleen Hammond (Clerk & Scribe)

Lindberg opened the meeting at 2:03 pm.

1. Review and Approval of Agenda

Kaufman Moved to accept the agenda as presented. Lindberg 2nd. Motion passed 2-0

2. Public Comments – No public present

3. Approval of Minutes of Lister Meeting of April 16, 2018

Kaufman moved to accept the draft minutes as presented. Lindberg 2nd. Motion passed 2-0

4. Update from NEMC – Abstract: Inspections: Permits

Krajeski explained the majority of the inspection/permit process has been completed but he still has to enter some information and compare it with NEMRC, and he plans to have it done by Sunday the 3rd of June.

Krajeski gave the Listers a list of 106 properties that have assessment changes during the past year, along with the property cards associated with each property. Krajeski explained of the 106 there are 81 change of assessment letters, 21 unknown (NEMRC search needs doing), and 4 – who asked for notification. Lindberg asked if Krajeski had received the grievance requests at the office and he had not. There are 6 more to add to the notification process.

5. Proposed Schedule for Grievances

After a lengthy discussion, the Listers agreed to the following dates.

HEARING	TIMES
19-Jun-18	8:30 AM - 12:00 PM
21-Jun-18	8:30 AM - 12:00 PM
INSPECTIONS	TIMES
19-Jun-18	12:30 PM - 4:30 PM
21-Jun-18	12:30 PM - 4:30 PM
DELIBERATIONS	TIMES
19-Jun-18	5:00 PM - 8:00 PM
21-Jun-18	5:00 PM - 8:00 PM

Krajeski suggested the below information should be on the letter that is being sent to the recipients.

May 20, 2018

Norwich Board of Listers FINAL Minutes

***To be heard: Grievances' must be filed, in writing, on or before June 19 by 4 PM EST
(email is acceptable, put postmarks are not evidence of timely filing.)***

Please ANTICIPATE time for grievance hearing and inspection

6. Receipt of Abstract

Krajeski noted the Abstract needs to be signed and given to the Norwich Town Clerk no later than Monday, June 4th, 2018, and that it does not have to be bound. Lindberg will have the binding of three Abstracts done by Gnomon Copy. She will help with getting Change of Appraisal notices to the postoffice for sending on June 4th by 2 pm along with a certificate of mailing. Other tasks include the posting of Completion of notice of Abstract around town. A notice must go in the Valley News legal section to let the residents know that the Abstract has been lodged. The Listers will put a notice on the Norwich Listserv as well.

7. Discussion of Open Meeting Law

The Listers understand that when the 3 of them meet, they are subject to the OML. We further understand there are administrative duties that the Listers can attend to which don't require a warned meeting. We will contact our District Advisor to help us with identifying those administrative duties.

8. Review of RFP responses

The Listers discussed the various responses to the RFP, with a couple of the firms withdrawing their interest in responding after a conversation with the Listers. The Listers agreed to set up a meeting with the firm that send a response and Lindberg will handle that. Clement will work on a draft contract for the 3-Listers to review by June 1st.

9. Adjourn

Kaufman moved to adjourn, Clement 2nd. Motion passed 3-0
Time: 5:10 pm

Cheryl A. Lindberg, Chair
Norwich Board of Listers